NWF Health Network
Policy & Procedure

Series:	800 – Performance & Quality Management
Policy Name:	State Mental Health Treatment Facility (SMHTF) Seeking Placement List (SPL)
Policy Number:	817
Origination Date:	06/25/2026 Revision Date: 09/10/2026
Regulation:	DCF CFOP 155-22, DCF CFOP 155-17, DCF Guidance Documents 6 and 7
Referenced:	CFOP 155-22, CFOP 155-17 800-817 x1 SMHTF Seeking Placement List (SPL) Process

Policy

It is the policy of NWF Health Network (NWFHN) to ensure timely, coordinated, and documented efforts to secure appropriate community placement for individuals identified on the State Mental Health Treatment Facility (SMHTF) Seeking Placement List (SPL).

NWFHN, through its Operations Team, shall maintain active oversight of all individuals on the SPL by coordinating with SMHTF staff and community providers to support discharge planning and placement efforts. All activities must demonstrate continuous and documented efforts toward placement in alignment with Department of Children and Families (DCF) requirements.

All placement-related activities, including outreach, coordination, follow-up, and identified barriers, shall be documented in the DCF-designated tracking system to ensure accountability, transparency, and compliance.

Procedure

A. To support this policy, NWFHN shall ensure:

1. Timely Review and Notification
   Individuals newly added to the SPL are reviewed within established timeframes, and appropriate providers are promptly notified to initiate placement efforts.

2. Ongoing Coordination
   Active collaboration is maintained with SMHTF staff and community providers to identify, pursue, and secure appropriate placement options, including addressing barriers and exploring alternatives when necessary.

3. Continued Monitoring
   Individuals remaining on the SPL are subject to ongoing follow-up, including routine communication and participation in treatment and discharge planning activities, as appropriate.

4. Escalation of Barriers
   Persistent barriers to placement are elevated through appropriate channels, including internal leadership review and engagement with facility or state-level partners when necessary.

5. Documentation and Accountability
   All placement-related activities and efforts are documented in accordance with DCF requirements to demonstrate continuous engagement and compliance with applicable guidance.